

## TERMS OF REFERENCE

### **Baseline Survey for Land Allocation for Social and Economic Development Project II (LASEDII)** (Consulting Services – Local Commercial Firms/NGOs Selection)

#### **A. Background:**

The Land Allocation for Social and Economic Development (LASED II) is a project to support the implementation of the Royal Government's Social Land Concessions (SLC) Program to distribute state private land to the landless and land-poor through social land concessions to improve livelihood of poor households and vulnerable groups through Commune Based Social Land Concession.

The target beneficiaries are some 5,141 families in the project communities in rural areas who previously were landless or land-poor population groups. The project would cover a total of 14 SLC sites in 12 communes of the five provinces of Kratie, Tbong Khmum (formerly part of Kampong Cham), Kampong Thom, Kampong Chhnang and Kampong Speu for period of 5 years (2016-2021).

The LASED II is a project under the overall guidance of the Ministry of Land Management, Urban Planning and Construction (MLMUPC). The General Directorate of Housing (GDH) is responsible for implementing LASED II. The project is implemented with the coordination and support from two further institutions. NCDDS is responsible for overall procurement and financial management, while GDA is responsible for agricultural planning as detailed as below. The project is designed to support the implementation of the Royal Government's Social Land Concessions (SLC) Program which distributes state private land to the landless and land-poor through social land concessions to improve livelihood of poor households and vulnerable groups through Commune Based Social Land Concession.

The objective of LASED II is to improve access of project beneficiaries to agricultural and other rural resources, infrastructure and services in project communities. The project will be achieved by:

- Strengthening community groups to better identify and prioritize technology and infrastructure investments;
- Financing priority productive and social community infrastructures; and
- Scaling up agricultural and livelihood support activities

#### **B. Implementation of LASED II respects the following principles:**

- Promote good governance and rule of law;
- Support and strengthen the land reform and decentralization and de-concentration agenda of the Government;
- Encourage civic engagement;
- Prevent environmental degradation;
- Promote transparency and accountability; and
- Ensure sustainable growth.

The main implementing agency (IA) for LASED II is the General Department of Housing, based in the Ministry of Land Management, Urban Planning and Construction (MLMUPC). GDH is responsible for the overall coordination, infrastructure development, land policy application, capacity building and management of the project.

NCDDS is responsible for the overall coordination and management of the project at sub-national level, with responsibility for the procurement and distinguished financial management aspects. NCDDs delegates most operational responsibilities to the Provincial

Administration in the participating provinces. A limited set of operational tasks are performed at national level by the NCDDS's divisions.

The General Directorate of Agriculture (GDA) is supporting agriculture-based livelihood systems (LASED II Sub-Component 1.3), being responsible for the planning, coordination and implementation of agriculture support activities and quality assurance of goods and services that would be provided to project beneficiaries. The GDA is also responsible for coordinating and tapping the technical expertise of other technical departments within the MAFF.

### C. Objectives

This Terms of Reference (ToR) is for a consulting firm (referred to below as the "Consultant") to design and implement a Baseline Study for the Land Allocation for Social and Economic Development II Project. Baseline content is guided by (a) the project's Results Framework as being part of the Project Appraisal Document (PAD), and (b) the information needs of project management, to be discussed and considered for survey design. The scope of the consultancy is to design, guide the collection and analysis of baseline, primarily household and livelihood data, which can be used to measure the overall project progress and outcomes, through regular follow-up M & E activities during the implementation period of LASED II.

The specific tasks of the consultant are as follows:

- Studying the project's reporting requirements as per its Results Framework;
- Studying and Discuss and the project's management information needs;
- Taking both above aspects, develop the Baseline Survey household questionnaires and related survey instruments;
- Develop the survey sample design and sampling method;
- Pilot test and finalize the survey instruments;
- Recruit Data Encoders and train them for data entry;
- Identify and locate households to be interviewed following the sample design and sampling method;
- Undertake the collection of the baseline data from households in the 14 sites of the 5 provinces under LASED II;
- Establish a data entry template/format in SPSS that will be able to detect errors during data entry and also includes double entry of all questionnaires in order to achieve a clean baseline dataset according to standard methodologies;
- Conduct analysis of data using agreed social science software package and present the major findings in terms of descriptive statistics in a final report;
- Conduct data entry and cleaning;
- Prepare inception report;
- Prepare progress reports and also final report.

It is anticipated that each individual survey will take a maximum of 1.5 hours per household. The consultant will keep project staff at all levels informed and involved throughout the planning and implementation of the survey and analysis work, drawing on their experience at the project sites and ensuring some knowledge transfer for their future M&E responsibilities.

## D. Staffing

The consultant will be required to provide at least the following staff:

- ✓ Team Leader/Senior Social Science Expert -1.5 months(intermittent)
- ✓ Deputy Team Leader/Social Science Expert - 2 months
- ✓ Statistician -1months
- ✓ Field Supervisors (2)-(1month each)
- ✓ Data Encoders (2) -(1months each)
- ✓ Field Enumerators (8) (1months each)

Note: The firm can employ more staff as deemed appropriate to successfully conduct this assignment.

## E. Responsibilities of consultant

The consultant will work under the overall guidance of the GDH/IA (Implementing Agency), with GDH facilitating the cooperation others IAs, in particular with NCDDDS, during the design of the survey, the supervision of data collection for the household surveys and the analysis of the datasets. The expected tasks for the consultant will be performed in accordance with a mutually agreed schedule.

### Survey Questionnaires

The tasks of the consultant will be as follows:

- Developing, finalizing and translating (into Khmer) the household survey questionnaire;
- Pilot testing of survey questionnaire in one commune per province;
- Finalising and printing of survey questionnaires.

The consultant will be provided with English language copies of a list of typical household questions that should be used in developing the survey instrument. The household questionnaire must be developed based on this list, as well as previous socio-economic survey questionnaires, and on a range of themes that are relevant to the assessment of the impact of the project's agricultural livelihood development interventions. In addition, the consultant will discuss with IAs their information specific information needs to perform their project management duties. The consultant will be responsible for working closely with relevant technical staffs within each of the IAs (GDH, NCDDDS and GDA) to design and finalize the household questionnaire.

The survey questionnaire should cover at least the following themes:

- ✓ **General information about the household** - including basic information on the household composition, age of the members, educational status, proximity to their fields, roads and markets and travel time, etc. It should also include information on whether any of the household members belong to farmer groups or cooperatives and the duration of their membership;
- ✓ **Situation of Livelihoods before getting lands and at present time** - including type of occupation (on farm, off farm and non-farm activities), other sources of income and household expenditure, etc.;
- ✓ **Household assets**-covering such factors as types of houses, size and status of land using, ownership of household assets as well as farm equipment, and other productive assets;

- ✓ **Agricultural production** -land owned and leased, fallow land and land under production, current cropping patterns, yields over the last year, volumes of production and quantities that were sold or retained for household consumption. Crop data should differentiate between irrigated and rain fed production. Information on improved technologies that have been adopted and pest management practices will also be collected including types and quantities of inputs used (seed, fertiliser and pesticide). Agricultural production data should also include livestock and aquaculture where appropriate;
- ✓ **Agricultural Marketing** - information on current marketing practices identifying the main market for each of the agricultural products and the farm gate prices obtained;
- ✓ **Off-farm activities** - covering income generation activities of all household members such as food processing, weaving, production of farm inputs, household based industries and sale of labour;
- ✓ **Extension services** - including an assessment of the type, quantity and quality of the services delivered from both public and private service providers relating to supporting technological change for increased productivity;
- ✓ **Gender issues** - detailed information on gender will be required to be integrated into all aspects of the survey;
- ✓ **Awareness of Social Land Concession Procedure and Knowledge of Contract Condition;**
- ✓ **Loan and credit** -information related land beneficiary getting loan and how to instalment and any challenges.

#### **F. Field Enumerator and Field Supervisor Training**

The consultant will be responsible for the preparation, organization and implementation of enumerator training activities. The specific tasks of the consultant will be as follows:

- Preparation of training materials and detailed Field Enumerator Manual (and Field Supervisor Manual if necessary)
- Training of Field Enumerators and Field Supervisors, who are recruited by the consultant, in the use of the questionnaire;

The consultant will conduct 1 - 2 weeks of training for the household interviews. The consultant will prepare detailed training manuals for the survey field teams in Khmer. The pilot testing of the Survey Questionnaire will be done using 20 households selected from one village in one of the project Communes in each province. This will also be used as a training exercise and will be an integral part of the training of the Survey Enumerators and Field Supervisors. After pilot testing of the survey questionnaire, the consultant will debrief with the Field Enumerators and Field Supervisors, and send an electronic copy of survey responses to GDH with proposals for change in order to improve the survey questionnaire.

The survey data collected from the Pilot Communes will be entered by the Data Encoders and to allow for field checking of unclear or incomplete responses and to assist in the identification of areas of weakness in the questionnaire.

#### **G. Sample Selection**

The design of a robust sampling frame will be the responsibility of the consultant but the proposed sampling design will be subject to the approval of the GDH before the commencement of any fieldwork.

The sampled households must be randomly selected from the sites' list of land recipients. The consultant will be required to determine the need for weights and powers in order to improve the precision of the sample estimates and provide recommendations to the GDH on their use. This could relate to the need to achieve a balance in the sample estimates in respect of female headed households.

#### **H. Data Collection**

The consultant will be fully responsible for all data collection during the conduct of the household surveys. The specific tasks of the consultant will be as follows:

- Mobilisation of the Field Enumerators and Field Supervisors to the selected target and non-target communes for the data collection;
- Organisation of orientation meetings with land recipients head of households and Village Leaders to introduce the field workers and to explain the purpose of the household data collection;
- Completion of land recipient's household interviews in a timely manner and payment of agreed level of compensation to each interviewed household;
- Delivery of the data forms to the province prior to data entry.

The total sample size for the household survey (target and non-target communes) will be approximately 120 household (120 x 12communes = 1,440).

The household data collection will be managed by the field teams (Field Enumerators and Field Supervisors) with support from the field coordinators, assigned by firm, based upon an agreed specified schedule. As far as possible this will take into account the seasonal cropping calendars within the Project provinces.

#### **I. Data Entry and Analysis**

The consultant will be fully responsible for the entry of all data collected from the household surveys. The specific tasks will be as follows:

- Development of an error checking system for data entry based upon acceptable ranges for each parameter to minimise encoding errors;
- Verification and correction of errors detected through the assistance of the Field Supervisors/Enumerators;
- Summaries of the baseline data will be prepared using a format for the tabulations which is agreed to by GDH and NCDDS.

The data entry will be done by Data Encoders and will be checked by the Firm's Provincial Coordinators and all issues rectified in the field before the field staff move on to the next commune and/or district. Discrepancies in data entry should be rectified by the data entry supervisors.

The final data sets must be compiled and consistency checks performed to the approval of the GDH. Data must be submitted in SPSS formats.

#### **J. Data Analysis and Reporting**

The consultant will be responsible for the analysis of the baseline survey data and the preparation of full report for submission to the GDH. The specific tasks will be as follows:

- Development of structure for the final report of the studies in collaboration with GDH;

- Data analysis using SPSS or similar software (agreed ex-ante with GDH and NCDDS);
- Presentation of the main conclusions in draft Final Report following agreed format;
- Incorporate changes/supplementary analyses following comments on draft Final Report.

The consultant will be responsible for preparing the format of the Final Report, based on the objectives of the baseline study, which will be subject to the agreement by GDH and then used for the final report writing.

The consultant will conduct comprehensive analyses of the baseline survey data in order to generate the summary tables to be used in the compilation of the draft Final Report. The collected data (including descriptive statistics of key variables and other as per structure agreed with GDH). The consultant will submit the draft Final Report, which should also include the summary of the survey methodology and the survey instruments as annex within two months of the completion of the field work. The draft Final Report will be reviewed by GDH and IA teams, and the consultant should then incorporate changes and conduct extra analysis if required before submitting a final draft.

## **K. Equipment and Logistics**

The specific responsibilities of the consultant will be as follows:

- Design/provision of all computer software used for data entry and for analyses of baseline survey data;
- All transportation and logistical arrangements for the field staff during the conduct of the household interviews within the target and non-target communes (no Project transport will be available for the field work);
- Provision of computer equipment in each province for use by the Data Encoders;
- Provide digitized copies of questionnaires for secure storage with project management;
- Secure storage of all household questionnaires upon completion of the baseline survey in each selected commune;
- Provision of computer equipment for the final analysis and summarising of the baseline survey data in Phnom Penh at the conclusion of the baseline survey.

## **L. Responsibilities and requirements**

### **Equipment and Logistics**

The consultant will be required to provide all of the computer equipment for use in each province for the data entry, data analysis and for consolidation of the Final Report in Phnom Penh.

## **M. Required Personnel**

All team members, with the exception of the Team Leader, must be fluent in both Khmer and some knowledge of English. The other minimum qualifications of the baseline survey team members will be as follows:

- Team Leader/Senior Social Science: Advanced degree in Social Science or related fields with specialisation in statistics. At least seven years relevant experience in the

management of large scale quantitative rural socio-economic surveys, experience in household and agricultural data collection and analysis and demonstrated ability to coordinate teams and ensure timely reporting. Previous experience of working in Cambodia in rural areas. Excellent report writing skills in English and with basic knowledge of Khmer.

- Deputy Team Leader/ Social Science: Advanced degree in Statistics, Econometrics or related field with strong background in rural socio-economic survey methodologies. At least five years of experience in the design of samples for household surveys required in Cambodia. Good reporting skills in English and fluency in Khmer required.
- Statistician: Advanced degree in Statistics or related fields with strong background in the collection and analysis of agricultural survey data. At least five years of experience in designing household and agricultural surveys required. Preferably with experience in multi-topic surveys in Cambodia. Good report writing skills in English and basic knowledge of Khmer.
- Field Supervisors (2): Degree in agricultural science or related discipline and past practical experience in the supervision of household surveys in rural areas in Cambodia. Fluency in written and spoken Khmer essential.
- Data Encoders (2): Advanced training in computer skills and past experience of survey data entry. Basic knowledge of statistical software applied in the analysis of the baseline survey data. Some English language capability required as well as fluency in written and spoken Khmer.
- Survey Enumerators (8) -At least High School Certificate and past experience in the conduct of collection of data at household level through the use of interviews. Demonstrated experience of working independently in remote rural areas. Fluency in written and spoken Khmer.

#### N. Required Qualifications

The selected consulting firm must have the following qualifications:

- Demonstrated track record in the organisation of large scale household surveys in remote rural areas in Cambodia;
- In house, technical capacity and experience for planning and organizing household survey and in data management and statistical analysis;
- Experience in at least two of the following social science software programs: CS-Pro, SPSS.
- Commercial local firms and NGOs are allowed to participate in the competing process under CQS method.

#### O. Deliverables

The expected implementation schedule for the Baseline Survey will be as follows:

No.	Milestone	Month-2018											
		1	2	3	4	5	6	7	8	9	10	11	12
1	Sampling design and developing questionnaires												
2	Preparation of training manuals												
3	Training of field supervisors and enumerators												

4	Pilot testing and finalize questionnaires																		
5	Household survey																		
6	Data entry and cleaning																		
7	Data analysis and reporting																		

The consultant will be required to achieve the following deliverables:

Deliverable	Description	Format
1	Sampling Design/Household Questionnaires with notes based on review/discussion with GDH	MS 2010 Word /Excel files
2	Training Manuals for Field Supervisors and Field Enumerators (Khmer & English)	MS 2010 Word /Excel files
3	Training Report/Final Household Questionnaires including modifications from testing in Pilot Communes (in English and Khmer)	MS 2010 Word /Excel files
4	Progress Report - Household Interviews	MS 2010 Word /Excel files
5	Completed and clean provincial data sets using agreed social science software	MS 2010 Word /Excel files/SPSS
6	Draft Final Report documenting the results of the Baseline Survey based upon agreed formats with GDH in electronic form	MS 2010 Word/Excel
7	Consultation Workshop	PowerPoint Presentation
8	Final Report of the Baseline Survey	MS 2010 Word/Excel Bound Hard Copies (x5)

#### P. Reporting Obligations

The consultant shall report to GDH for each of these deliverables. Final deliverables should be submitted to GDH according to a schedule agreed upon given the limits for the contract duration (see maximum contract duration and tentative schedule for deliverables above). All deliverables are subject to agreement by the GDH and should therefore be submitted by the consultant in time. GDH will respond within fifteen working days, allowing for responding to comments and if required some changes to be introduced by the consultant.

#### Q. Future Use of the Data

The completed dataset will be the property of LASED II IAs. The consultant may use the data for specified research purposes after receiving written consent from IAs.